

**City of Franklin Common Council
Regular Meeting Minutes
August 4, 2014**

The regular meeting of the Common Council of the City of Franklin, Indiana was called to order at 6:30 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Council members Joseph Ault, Kenneth Austin, Stephen Barnett, Robert Henderson, Stephen Hougland, and Richard Wertz answered roll call. Clerk-Treasurer Janet P. Alexander, Records Clerk Kristi Bruther, City Attorney Lynnette Gray were also present. Mr. Abban was absent.

Mayor McGuinness opened the meeting and asked the Clerk-Treasurer to call the roll. Mayor McGuinness led the recitation of the Pledge of Allegiance.

Consent Agenda

Mayor McGuinness presented the consent agenda for approval.

- Approval of the July 21, 2014 Common Council Minutes

Council President Barnett made a motion to approve the consent agenda as presented, seconded by Councilor Wertz. A voice vote was taken with all members stating Aye. The motion carried.

Old Business

There was no old business presented.

New Business

Mr. Barnett, seconded by Mr. Austin made a motion to read all new business by title only. A voice vote was taken with all members stating Aye. The motion carried. Mayor McGuinness read all items by title only.

Investment Policy

Clerk-Treasurer Alexander presented a proposed investment policy for the city and offered to answer questions. A discussion was held. Councilor Wertz made a motion to approve the proposed investment

policy, seconded by Councilor Hougland. A voice vote was taken with all members stating Aye. The motion carried.

INVESTMENT POLICY OF THE CITY OF FRANKLIN, INDIANA

Approved by the Common Council August 4, 2014

I. Purpose

The purpose of this investment policy (the “Policy”) is to set forth the investment objectives and parameters for the management of public funds of the City of Franklin (the “City”). This investment policy is designed to safeguard funds on behalf of the City, to assure the availability of funds when needed, and provide a competitive investment return.

II. Scope

This policy applies to the investment of all funds of the City including but not limited to, the general fund, special revenue funds, debt service funds, project funds and trust and agency funds.

The City may consolidate fund balances to increase investment earnings and to increase efficiencies with regard to investment pricing, banking fees and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and return:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. The objective will be to minimize credit risk and interest rate risk.

a. Credit Risk - The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to the types of securities listed in Section VI of this Investment Policy.

b. Interest Rate Risk - The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the investment

portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities prior to maturity.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, a portion of the portfolio may be placed in money market mutual funds or government investment pools which offer same day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

IV. Standards of Care

1. Delegation of Authority

The Clerk-Treasurer, hereinafter referred to as the Investment Officer, shall be responsible to oversee the day-to-day management of the City's investments pursuant to Indiana Code 36-4-10-4.5. Should the City elect to select an outside investment advisor, such advisor or firm must be registered under the Investment Advisor's Act of 1940.

2. Prudence

The standard of prudence to be used by the Investment Officer shall be the "prudent person" standard and shall be applied in the context of managing all funds of the City. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

3. Ethics and Conflicts of Interest

The Investment Officer and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The Investment Officer and employees shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

V. Authorized Financial Institutions and Broker/Dealers

1. Authorized Financial Institutions and Broker/Dealers

A list will be maintained of local financial institutions that are approved depositories for the receipt of public funds according to the State Board for Depositories. The City may pass a resolution pursuant to IC 5-13-9-5 expanding the list of approved financial institutions to include all Indiana depositories approved for the receipt of public funds according to the Indiana State Board for Depositories.

In addition, the City will only use broker/dealers that meet the following requirements:

- Primary dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule);
- Capital of no less than \$10,000,000;
- Registered as a dealer under the Securities Exchange Act of 1934;
- A member of the National Association of Securities Dealers (NASD);
- Proof of state registration

VI. Suitable and Authorized Investments

Consistent with Indiana Code 5-13-9, the following investments will be permitted by this Policy:

- (1) Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by any of the following:
 - (A) The United States Treasury.
 - (B) A federal agency.
 - (C) A federal instrumentality.
 - (D) A federal government sponsored enterprise.
- (2) Securities fully guaranteed and issued by any of the following:
 - (A) A federal agency.
 - (B) A federal instrumentality.
 - (C) A federal government sponsored enterprise.
- (3) Municipal securities issued by an Indiana local governmental entity, a quasi-governmental entity related to the state, or a unit of government, municipal corporation, or special taxing district in Indiana, if the issuer has not defaulted on any of the issuer's obligations within the twenty (20) years preceding the date of the purchase in accordance with IC 5-13-9.2.
- (4) Money market mutual funds rated AAAm, or its equivalent, by Standard and Poor's Corporation or Aaa, or its equivalent, by Moody's Investors Service, Inc. in accordance with IC 5-13-9-2.5.

- (5) Repurchase agreements in accordance with IC 5-13-9-3
- (6) Transaction accounts, certificates of deposit and deposit accounts issued or offered by a designated depository of the City's political subdivision. The investing officer making a deposit in a certificate of deposit shall obtain quotes from each designated depository in accordance with IC 5-13-9-4.
- (7) Certificates of deposit authorized by a resolution of the City in accordance with IC 5-13-9-5 and 5-13-9-5.3.
- (8) Local government investment pools in accordance with IC 5-13-9-11.

Consistent with Indiana Code 36-1-7, the City may pass a resolution to enter into interlocal cooperation agreements for the joint exercise of powers, including the investment of public funds.

VII. Investment Parameters

1. Maximum Maturities

The City's investments must have a stated final maturity of not more than two years pursuant to IC 5-13-9-5.6. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

The City may adopt an ordinance, pursuant to IC 5-13-9-5.7, authorizing its Investment Officer to make investments having a stated final maturity that is more than two (2) years but not more than five (5) years after the date of purchase. The total investments of the City with maturities of two (2) to five (5) years outstanding at the time of purchase may not exceed twenty-five percent (25%) of its total portfolio of public funds invested, including balances in transaction accounts. Such ordinance expires on the date on which this Policy expires, which may not exceed four (4) years.

2. Competitive Bids

The Investment Officer or its designee shall obtain competitive bids for investment with financial institutions in accordance with IC 5-13-9-4. The Investment Officer or its designee shall obtain bids from at least two brokers or financial institutions on all purchases of investment instruments on the secondary market. Overnight sweep investment instruments shall not be subject to this section.

VIII. Policy Considerations

1. Adoption and Expiration

This Policy shall be adopted by the City at a public meeting and shall expire four (4) years from the date of adoption in accordance with IC 5-13-9-5.7.

2. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

3. Amendments

This policy shall be reviewed periodically. Any changes must be approved by the Investment Officer and any other appropriate authority.

Common Council Ordinance No.: 14-11 An Ordinance of the Common Council of the City of Franklin Authorizing the Investment of Public Funds Pursuant to IC 5-13-9-5.7 - Clerk-Treasurer Alexander presented Ordinance 14-11 that authorizes the investment of public funds pursuant to IC 5-13-9-5.7. Mayor McGuinness asked if anyone from the public wished to speak on the matter. No one asked to speak. Councilor Austin, made a motion to approve Ordinance 14-11 as presented, seconded by Council President Barnett. A voice vote was taken with all members stating Aye. The motion carried.

Common Council Resolution No.: 14-11 A Resolution of the Common Council of the City of Franklin Authorizing the Investment of Public Funds Pursuant to IC 5-13-9-5 and 5-13-9-5.3 Clerk-Treasurer Alexander presented Resolution 14-11 that authorizes the investment of public funds pursuant to IC 5-13-9-5 and 5-13-9-5.3. This resolution is specifically for Certificates of Deposits commonly referred to as CD's. Council President Barnett made a motion to approve Resolution 14-11 as presented, seconded by Councilor Wertz. A voice vote was taken with all members stating Aye. The motion carried.

Other Business

DLGF Report - TIF - Clerk Treasurer Alexander stated that the DLGF Report regarding the City's TIF was completed and submitted to the Council by the deadline, July 31, 2014. She also recognized Community Development Director Linke on the completion of the report and stated that the data will be uploaded into the Gateway system by the October 1, 2014 deadline.

2015 Budget Discussion

Mayor McGuinness opened the floor for Council members to discuss 2015 budget guidelines. A discussion was held. Council President Barnett suggested 3% raises for all full-time employees as well as elected officials and ten percent increase in the employee contribution for medical insurance was

presented. The need for updated personnel policies, job descriptions, and raises based on performance were also discussed.

Councilor Ault stated that he met with Fire Department administration and explained that Chief Henderson is requesting three additional firefighters and developing a plan to begin replacing aging fire trucks. A discussion was held.

Adjournment

As there was no further business to come before the Common Council, a motion and a second were made to adjourn at 7:40 p.m. The next regular meeting will be held Monday, August 18, 2014 at 6:30 p.m.

Respectfully submitted,

Janet P. Alexander, Clerk-Treasurer
Enrolled: 8/12/14

Joseph McGuinness, Mayor

Attest:

Janet P. Alexander, Clerk-Treasurer